Objection to Confirmation of Plan.

STEP 1 Select **Bankruptcy** from the *Main Menu*. Click the **Plan** hypertext link from the *Bankruptcy Events* menu.

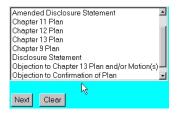




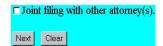
STEP 2 The Case Number screen displays.



- ♦ Case Number type the case number in YY-NNNNN format, then click Next to continue.
- STEP 3 The Select Type of Document screen displays.



- ♦ Scroll down the options and highlight **Objection to Confirmation of Plan**.
- ♦ Click on the **Next** button.
- STEP 4 The Joint filing with other attorney(s) prompt is displayed.



- ♦ Click in the **Joint filing with other attorney(s)** box if filing jointly with another attorney.
- ♦ Click on the **Next** button.

STEP 5 The Select the Party: screen displays.



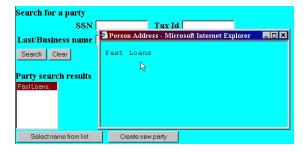
- ♦ If name of party appears, click on the name and click Next; proceed to Step 9.
- ♦ If name does not appear, click on **Add/Create New Party**, then click on **Next** and proceed to **Step 6.**

STEP 6 The Search for a party screen displays.



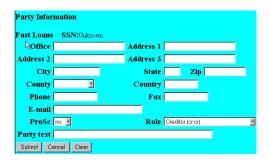
- ♦ DO NOT SEARCH BY SSN OR TAX ID NUMBERS. Search by Last/Business name by entering at least three characters of party's last name or business name, using upper or lower case characters (is not case-sensitive).
- ♦ Click on the **Search** button.

STEP 7 The Party search results screen displays.



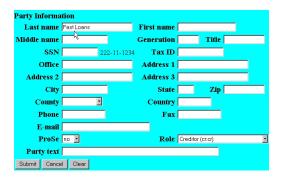
- ♦ If party's name appears, click on it so that it becomes highlighted, verify address from pop-up screen, then click on **Select name from list** and proceed with **Step 8**.
- ♦ If party's name is not found, click on **Create new party** and proceed to **Step 9**.

STEP 8 The **Party Information** screen displays.



- ♦ Modify and/or verify information, if applicable. It is not necessary to add an address, as notices will go to the attorney representing that party.
- ♦ Role click on drop down box and select appropriate party role (e.g. Creditor (cr:cr)).
- ♦ Party Text add additional information such as 'A West Virginia Corporation' in the box provided.
- ♦ Click **Clear** to re-key party information or **Cancel** to go back to the *Select the Party* screen.
- ♦ Click on **Submit** to continue and proceed to **Step 10**.

STEP 9 If you selected Create New Party from the Select the Party screen, a new Party Information screen displays.

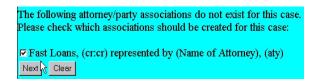


- ♦ Enter the party information in appropriate fields. It is not necessary to add an address, as notices will go to the attorney representing the party. Use the **Last** name field for last name or full business name. Press the [*Tab*] key to advance to the **First name** field and enter first name.
- ♦ Role click on the arrow in the box to the right and select the new person's role (e.g. Creditor (cr:cr)).
- ♦ Click on the **Submit** button.

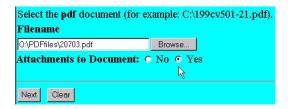
STEP 10 The Select the Party: screen displays.



- ♦ Click on the **Next** button.
- STEP 11 If you added a party, the Attorney/Party Association screen may display if no previous document has been filed that associates the attorney/client relationship.

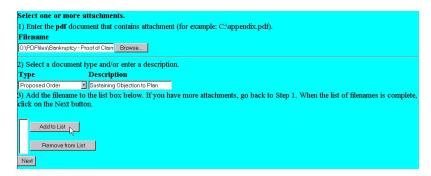


- Click on the box to create the attorney/client association.
- STEP 12 The Select the pdf document screen appears.



- ♦ Type the path and file name in the blank box, or
- Click on the **Browse** button to navigate to the appropriate directory and file.
- ♦ Attach the **Proposed Order** and any other documents, (e.g. an exhibit, appendix):
 - Click on the radio button next to 'Yes.'
 - Click on the Next button.

STEP 13 The Select one or more attachments: screen displays.



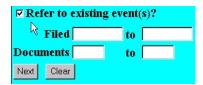
- Use the **Browse** button to navigate to the location of all necessary files.
- **Type** click on the down arrow to select the type of attachment, if listed. ♦
- **Description** type in any additional description if needed.
- ♦ Add to List click this button to add selected attachment to list.
- As documents are added to list, they will appear in the filename list box.
- Repeat these steps until all attachments have been added.
- ♦ Click on the **Next** button.

STEP 14: The **Certificate of Service** screen displays.



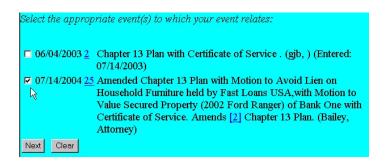
- ♦ Enter a lowercase 'y' or 'n' to indicate whether or not a Certificate of Service is included in your document.
- ♦ Click on the **Next** button.

STEP 15 The Refer to Existing Event(s) screen displays.



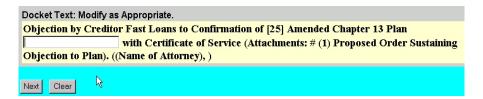
• Check the box, then click on the **Next** button.

STEP 16 The Select The Appropriate Event(s) screen displays.



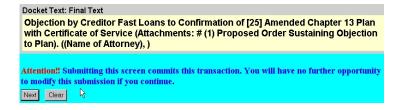
- Click in the box to the left of the document(s) to which the objection refers.
- ♦ Click on the **Next** button.

STEP 17 The Docket Text: Modify as Appropriate screen displays.



- ♦ Add additional text if needed.
- ♦ Click on the **Next** button.

STEP 18 The Docket Text: Final Text screen displays.



- ♦ Verify the Final Docket text. If correct, click **Next**.
- ♦ If the Final Docket text is incorrect, you must click on your Browser's **Back** button to correct your entries.
- ♦ To abort or restart the transaction, click on the *Bankruptcy* hyperlink on the *Menu Bar*.

STEP 19 The Notice of Electronic Filing screen will display showing the essential data for this filing. Scroll down to view the entire receipt.

Notice of Electronic Filing The following transaction was received from (Name of Attorney), entered on 8/2/2004 at 10:58 AM EDT and filed on 8/2/2004 Eric Allen Martin Case Name: 2:03-bk-20808 Case Number: Document Number: <u>27</u> Objection by Creditor Fast Loans to Confirmation of [25] Amended Chapter 13 Plan with Certificate of Service (Attachments: # (1) Proposed Order Sustaining Objection to Plan). ((Name of Attorney),) The following document(s) are associated with this transaction: Document description:Main Document Original filename:O:\PDFfiles\20703.pdf Electronic document Stamp: [STAMP bkecfStamp_ID=1019576470 [Date=8/2/2004] [FileNumber=14406-0] [783e6d7731ca8f333f4c28790649c238df7859a275b862c662c7b1218f8e40f0843744 172d5fd0b50f3e6d5a98f8df664ab0be4a570dc1c8443552bf6e071970]] Document description:Proposed Order Sustaining Objection to Plan Original filename:O:\PDFfiles\Bankruptcy - Proof of Claim.pdf Electronic document Stamp: [STAMP bkecfStamp_ID=1019576470 [Date=8/2/2004] [FileNumber=14406-1] [9b67693cd63ebcc1adee3d4767630e0f5029285a99fca9e92412bc93a1ced53daa1555 dd11ada046921953b220bc36a214ab9c1e7396ccfe6348f9e072a68de0]]